

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
PAYROLL CLERK

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: LATERALS OR CANDIDATES ON THE CURRENT CERTIFIED EXAM LIST FOR PAYROLL CLERK

Location: SR Human Resource Services, Wallingford, CT

Job Posting No: 022409

Hours: Monday – Friday, 8:00 AM to 4:30 PM

Salary: \$1,563.75 Bi-Weekly

Closing Date: November 5, 2012

Eligibility Requirement: Candidates must have applied for and passed the Payroll Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Prepares biweekly regular, overtime, and supplemental payrolls; reviews employee time cards and/or timesheets for accuracy and completeness and posts hours worked to CORE-CT Process general payroll maintenance to employee deductions(health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); process direct deposit requests; prepares supplemental payrolls such as longevity payments, vacation pay, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; performs various clerical accounting functions; verifies provider checks issued by Office of State Comptroller against own records; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate workers compensation and/or retirement payments; may calculate and monitor payroll deductions for court ordered wage executions (garnishments); may consult division or facility supervisors regarding employee time recorded; performing related duties as required.

General Experience: Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience: One (1) year of the General Experience must have involved payroll preparation.

Substitutions Allowed: 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years. 2) One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

Special Qualifications/Job Requirements: May require working some weekends during peak payroll periods.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at www.das.state.ct.us, cover letter, resume, last two (2) performance appraisals or two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

DEPARTMENT OF DEVELOPMENTAL SERVICES
104 SOUTH TURNPIKE ROAD
WALLINGFORD, CT 06492
FAX: 203-294-5160 OFFICE: 203-294-5104

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.